



**QUADSIMIA<sup>LLC</sup>**  
*Internet Presence Professionals*

## **Create FTP connection in Windows**

Go to the “**Start Menu**”

Click “**My Network Places**”

Click “**Add a network place**”

This will bring you to a wizard – Click “**Next**”

Click “**Choose another net location Specify the address of a Web Site, Network location, or FTP Site**” – Click “**Next**”

Enter the Internet Address into the field:

<ftp://ftp.yourserver.com> ←that is what you want to enter into the field, then click “**Next**”

Now on this next screen, make sure “**Log on anonymously**” is unchecked and enter your username – Now click “**Next**”

It will ask you to name the network place you are setting up, **type in your username.**

Be sure to leave “**Open the connection**” box checked

Now you can click “**Finish**”

It will open the Network connection and will ask for your password.

Enter your password and be sure the “**Save password**” **box is checked.**

Now you should see the contents of your FTP server.

## **Click and drag files from computer/FTP server to and from hard drive**

It should open up as a regular window with your files in it. From there you can click and drag files to and from your hard drive.

When saving the files from the program you edit your website with, remember the folder you save it to, so you can go to it and click and drag the updated files into the FTP window.

## **Create shortcut to access FTP from a desktop icon**

You can create a desktop shortcut to access this FTP easily.

Go back to your “**My Network Places**” – You will see your newly created Network Place.

Highlight and right click on it, giving you a sub menu that pops up  
Now click “**Send to**”, popping up another sub menu  
From there, click “**Desktop (Create Shortcut)**”

Now a new icon will be on your desktop – from now on you can just click on that to access your FTP server.